

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE CT HIGHWAY MAINTENANCE LEADWORKER	DISTRICT/DIVISION/OFFICE D-6 / MAINTENANCE / SOUTH REGION	
WORKING TITLE HIGHWAY MTCE. LEADWORKER	POSITION NUMBER 906-620-6285-XXX	EFFECTIVE 2014

As a valued member of the Caltrans team, you put safety first, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the supervision of a Caltrans Maintenance Supervisor incumbent will operate vehicles requiring a Class 'B' Driver's License with a Tank endorsement and work with and assist in supervising the work of a crew in highway maintenance work. When fully trained is expected to operate with considerable independence. This is a mountain area with snow removal operations, which requires incumbent to assist in the planning, coordinating and direction of the crews snow removal operations as well as regular maintenance duties. May also be assigned to perform duties usually assigned to the Class of Caltrans Landscape Maintenance Leadworker as part of their normal assignment. Work hours usually will be 7:00 AM to 3:30 PM. To help the Department with scheduling, incumbents may be asked to work alternate work shifts; such as but not limited to 9/80, 4/10 or night work, or switch to summer work hours of 6:30 AM to 3:00 PM based on crew assignment.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

- 50% (E) Work with and assist in the supervision of a crew engaged in the maintenance and/or repair of highways and highway structures including the repair of payment, shoulders, fences, signs, and guardrail. Cleans drains, removes rocks, snow, litter and debris from highway. During winter, assist in the planning, coordinating and direction of the crew involved in snow removal and winter road condition operations. May also assist in maintaining highway landscape.
- 25% (E) Operation of motor vehicles and other motorized equipment which may include making minor repairs or adjustments.
- 15% (E) Assist the Caltrans Maintenance Supervisor on accident and spill emergencies. Set up road closures, detours, control traffic and cleanup work as needed.

- 10% (E) Assume the duties of the Caltrans Maintenance Supervisor, in his absence, doing necessary paperwork, training and planning the work of subordinates.

SUPERVISION EXERCISED OVER OTHERS

Acts as the Leadperson with a crew to carry out assignments made by the supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- ◆ Must have knowledge of the methods, materials, tools and equipment used in the maintenance and repairs of highways and highway structures including pavement, shoulders, fence, signs and guardrail.
- ◆ Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles.
- ◆ Must have knowledge of the principles of effective supervision.
- ◆ Must have knowledge of safety practices and traffic regulations.
- ◆ Must have knowledge of the basic operational safety and health regulations in Title 9 Industrial Relations - Construction and General Industry Safety Orders.
- ◆ Must have knowledge of the safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.
- ◆ Must have knowledge of basic safety work practices.
- ◆ Must know the Leadworker's role in the maintaining an effective Injury and Illness Prevention Program.
- ◆ Must have the ability to direct the work of others
- ◆ Must have the ability to keep time records and simple cost records of materials, equipment, and expenses.
- ◆ Must have the ability to assist in work relating to maintenance and landscape equipment including ability to make minor adjustments and repairs.
- ◆ Must have the ability to analyze situations accurately and take effective action.
- ◆ Must have the ability to deal with the public in a helpful and tactful manner.
- ◆ Must have ability to work with representatives from other departments and agencies.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

When confronted with emergency situations, the Caltrans Highway Maintenance Leadworker judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with California Highway Patrol representatives, other government agency representatives and members of the public as well as all levels of Caltrans Management.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to 50 lbs. or more, stand or sit for prolonged periods,

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bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, and ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

Incumbent can expect to be outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and ability. In addition, the job will require incumbent to work on or near roadways with vehicular traffic. Incumbent may be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Workers may be required to work rotating or irregular shifts, including weekends, nights, holidays and in emergency situations.

EMPLOYEE _____ DATE _____

SUPERVISOR Richard J. Tipton DATE